



Department of Energy
Gerrnantown, MD 20874-1290

December 14,2006

MEMORANDUM TO: PROGRAM RECORDS OFFICIALS
RECORD LIAISON OFFICERS
RECORDS MANAGEMENT FIELD OFFICERS

FROM: SHARON A. EVELIN *Sharon Evelin*
DEPARTMENTAL RECORDS OFFICER

SUBJECT: NUMBERED MEMORANDUM RM 07-03,
DISPOSITION OF QUESTIONNAIRE FOR NATIONAL
SECURITY POSITIONS (SF-86)

The Office of Health, Safety and Security determined that the Questionnaire for National Security Positions (Standard Form 86) is no longer needed for the Health and Mortality Study. Therefore, effective immediately, the SF-86 may be destroyed not later than 10 years after the date the individual's authorization is terminated or upon notification of death of the individual, whichever is sooner. In addition, it is no longer necessary to remove the SF-86 **from** the Personnel Security File before disposing of the Personnel Security File. The note following Administrative Records Schedule 18, item 22.a, should be disregarded.

Please contact Mary **Ann** Wallace, 301-903-1147 or maryann.wallace@hq.doe.gov, if you have any questions.

